

**PETITION PROCESS
FOR
PELP (PLANNED EDUCATION LEAVE PROGRAM)**

Please provide the following information via e-mail to your Grad Program Advisor (Faculty)

- 1) Forward your e-mail request (see below) to the Graduate Program Advisor for approval;
- 2) Grad Program Advisor will forward the request and graduate advisor approval to the Management Services Officer (MSO/Janet Brown-Simmons)
- 3) MSO will forward the request and graduate advisor approval to Grad Studies (Evelyn Dennis) for processing.

Once the Office of Graduate Studies has processed your request, an e-mail will be sent to you which you can then print out and take to the Office of the Registrar and complete the PELP application. The \$40 PELP fee will be added to your account.

Student e-mail petition must include the following information:

Email Information from Student

Student ID:

Name:

Major:

Quarter/Year leave starts:

Quarter/Year you will return:

Please answer yes/no to the following four questions:

- 1) Have you registered for courses?
- 2) Have you paid registration fees?
- 3) Have you attended classes?
- 4) Are you an int'l student? (if yes. Please consult SISS concerning VISA issues.)

Please give a brief statement why you are taking this leave.